

## ADS PERSONAL SERVICES ROSTER APPLICATIONS

*PS Check*, *Roster Edit*, and *Roster PayPeriods* work together to calculate Personal Services costs for the FY2013 B-1 Request for Allotment of Appropriations. *PS Check* scans the roster for incorrect, incongruous or missing data elements. *Roster Edit* is used to adjust and correct the roster for current, valid position and person information. *Roster PayPeriods* calculates FY2013 salaries - increased by collective bargaining and displayed by pay period for each position – and saves these amounts to the B-1.

The source of position data is the CORE-CT extract downloaded on June 4<sup>th</sup>; employee data was downloaded on June 4<sup>th</sup> from the CORE EPM CTW\_EMPLOYEE\_VW - *Employee Information View* table. Revise the Roster so that the sum of filled and vacant positions equals the current total authorized for FY2013 – please review your vacancies carefully to insure that the total filled + vacant does not exceed the FY2013 authorized level. Inspect base salaries to insure that they reflect the final FY2012 payroll (June 28<sup>th</sup> end date) for collective bargaining purposes - do not revise roster records to account for collective bargaining increases after June 28<sup>th</sup>. Pay Periods will apply FY2013 collective bargaining according to Schedule A (see page 7).

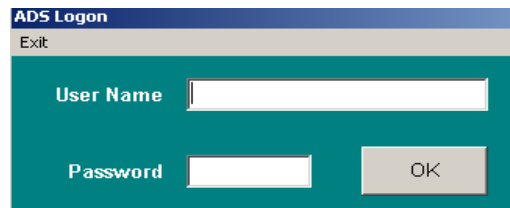
### COLLECTIVE BARGAINING

Increases are calculated based on each roster position's Bargaining Unit, Salary Plan and Step, and Next AI Date. **Important:** *PayPeriods assumes that all FY2012 collective bargaining is reflected in the base. Update the roster for any FY2012 collective bargaining missing from base salaries.*

### LOGIN

To launch the applications click Start/All Programs/FY2014 2015 ADS Desktop/ ADS Main Menu. Complete the logon panel with your username and password. Select the roster programs from the main menu.

Distribution of new software and updates is automated. software each time you log on and downloads updated files

The image shows a screenshot of the 'ADS Logon' window. It has a blue title bar with the text 'ADS Logon'. Below the title bar is a grey bar with the text 'Exit'. The main area of the window is teal and contains two white input fields. The first field is labeled 'User Name' and the second is labeled 'Password'. To the right of the 'Password' field is a grey button with the text 'OK'.

The system checks the version of your to your computer.

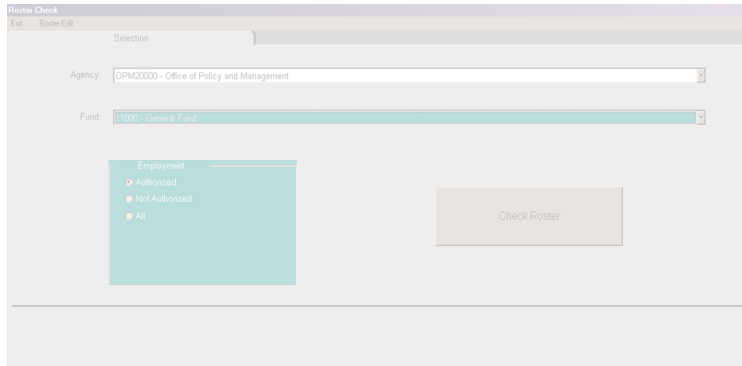
### PS ROSTER CHECK

Roster Check scans data elements for errors that would cause the PayPeriods software to bypass or miscalculate a position record, returning a list of errors for you to correct. Some "errors" are based on allowable variances in personnel coding rules may be left as is without causing a PayPeriods miscalculation.

Some common errors revealed by PS Check include:

|   |   |
|---|---|
| Unexpected BU (based on Salary Plan)                | Unexpected Salary Plan (based on Class)               |
| Unexpected Step value (based on Salary Plan)        | Biweekly Salary < \$100                               |
| Null values in fields (i.e.: missing fund/SID code) | Percent splits do not add to 100%                     |
| Unknown program code                                | Roster record's salary/Salary Plan table              |
| Missing AI date                                     | Missing Change date for Vacant/Cancelled/New position |

VR99 Positions are represented in nearly every bargaining unit; the scan does not try to compare these with an expected BU Code. MP Positions coded to BU 03 (Confidential) also are not verified in the scan.



The Roster Check Selection screen shows fields for Agency (OPM0000 - Office of Policy and Management) and Fund (11000 - General Fund). Below these are radio buttons for Employment: Authorized (selected), Not Authorized, and All. A Check Roster button is on the right.

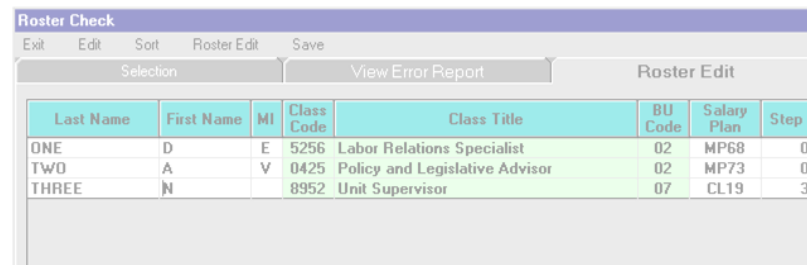
Select "Authorized", "Not Authorized", or "All" and click Check Roster to bring up the screen shown below.

To view all erroneous records found, click the View Error Report tab. To correct records by error type, select an error and click Correct Roster.

Correct the record using traditional roster editing facilities. Fields shaded green have lists associated with them; double-clicking produces a list from which to select the appropriate value. Enter data directly in other fields.

### Menu Commands:

- Edit -
  - Find - locates records with a column)
  - Replace - changes specific criteria - works like Replace software
  - Sort - provides 3 sort fields; select a value choose ascending or descending order



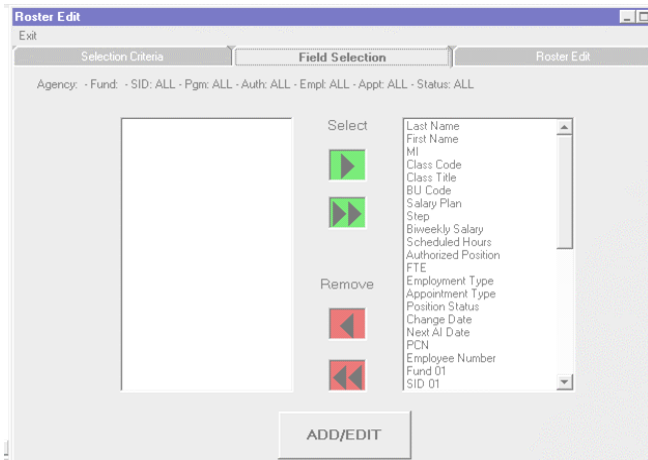
| Last Name | First Name | MI | Class Code | Class Title                    | BU Code | Salary Plan | Step |
|-----------|------------|----|------------|--------------------------------|---------|-------------|------|
| ONE       | D          | E  | 5256       | Labor Relations Specialist     | 02      | MP68        | 0    |
| TWO       | A          | V  | 0425       | Policy and Legislative Advisor | 02      | MP73        | 0    |
| THREE     | N          |    | 8952       | Unit Supervisor                | 07      | CL19        | 3    |

specific value (based on the selected records or all records with the same Find in word processing or spreadsheet

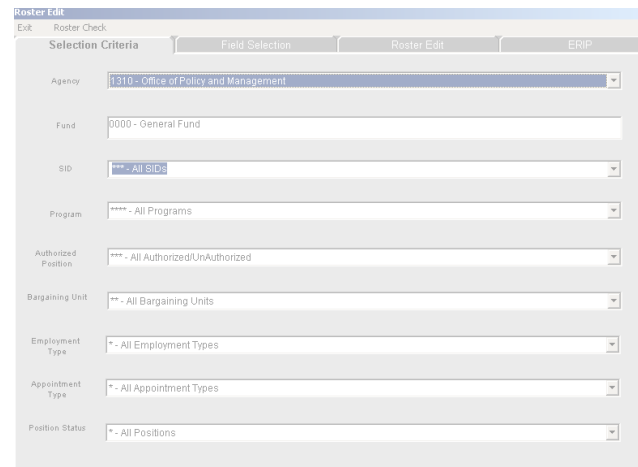
Continue processing with Roster Check until all re-run Roster Check at any time during the roster

### ROSTER EDIT

Roster Edit enables updates for filled/vacant



The Roster Edit Field Selection screen shows a list of fields to select or remove. The 'Select' list includes Last Name, First Name, MI, Class Code, Class Title, BU Code, Salary Plan, Step, Biweekly Salary, Scheduled Hours, Authorized Position, FTE, Employment Type, Appointment Type, Position Status, Change Date, Next AI Date, PCN, Employee Number, Fund 01, and SID 01. The 'Remove' list is empty. An ADD/EDIT button is at the bottom.



The Roster Edit Selection Criteria screen shows dropdown menus for Agency (1310 - Office of Policy and Management), Fund (0000 - General Fund), SID (\*\*\* - All SIDs), Program (\*\*\* - All Programs), Authorized Position (\*\*\* - All Authorized/Unauthorized), Bargaining Unit (\*\* - All Bargaining Units), Employment Type (\* - All Employment Types), Appointment Type (\* - All Appointment Types), and Position Status (\* - All Positions).

from each of the lists provided and

errors have been eliminated. You may validation and B1 processes.

positions, promotions/upgrades, and the like. Remember that Roster PayPeriods computes FY2013 collective bargaining on updated bi-weekly salaries updated for the pay period that

concluded on June 28, 2012.

The LookUp menu command provides quick access to records by Last Name or PCN without going through the selection criteria and Field Selection screens. For Last Name enter the full name or the first few letters; PCN entries must be complete and exact.

Use the drop-down lists on the Selection Criteria tab to pull up subsets of roster records; for example, all positions coded to SID 10010. Items on the Field Selection tab can be used to identify the data elements you wish to display for editing; for example, Last Name, Class Code/Title, Bargaining Unit, Salary Plan, Step, and Bi-weekly Salary. The single arrow selects only the highlighted field; the double arrow button selects all fields. Double-clicking on a field also selects it. **Important:** *You must select all fields to add new position records*; note that the command button at the bottom of the Field Selection screen reads "Add/Edit" only if you have picked all fields.

Some inter-related fields are always grouped; they are the Classification Grouping (Class Code, Class Title, BU, Salary Plan, Step, Bi-Weekly Salary and Scheduled Hours) and the Fund Groupings 01-05 (Fund, SID, Program, and Percent).

Click on the EDIT (or ADD/EDIT) Button to bring up the ROSTER EDIT screen. This screen displays data based on your Selection Criteria and Field Selection specifications, and is sorted on the first three fields that you pick.

Menu Commands:

- Edit –
  - Find and Replace - as
  - Delete - deletes the selected
  - Undelete Last - restores the prior to Saving
  - Undelete All - restores all prior to Saving
  - Copy/Paste Append - creates a new record (or multiple records) at the bottom of the display based on the row selected
  - New - creates a new, blank record at the bottom of the display for you to complete
- Filter - select from 1 to 3 fields and enter values to reduce the number of records displayed; Filter Reset restores the original display
- Sort - provides 3 sort fields; select a value from each of the lists provided and choose ascending or descending order
- Save - saves all edits made in the current session, **and recalculates PayPeriods based on saved/deleted position data**. Save is active after a change is made and you move off the revised cell; Delete, Paste Append and New commands also activate SAVE.

| Selection Criteria |           | Field Selection |    | Roster Edit |                                     |         |
|--------------------|-----------|-----------------|----|-------------|-------------------------------------|---------|
|                    | Last Name | First Name      | MI | Class Code  | Class Title                         | BU Code |
| 1                  | ONE       | W               | E  | 2333        | Data Processing Technical Analyst 3 | 15      |
| 2                  | TWO       | O               |    | 2329        | Data Processing Technical Analyst 2 | 15      |
| 3                  | THREE     | W               | C  | 2333        | Data Processing Technical Analyst 3 | 15      |
| 4                  | FOUR      | I               |    | 2327        | Systems Developer 3                 | 15      |
| 5                  | FIVE      | M               |    | 2327        | Systems Developer 3                 | 15      |

described above in PS Roster Check row (click on the row number to select) row most previously deleted when done previously deleted rows when done a new record (or multiple records) at the

## PAYPERIODS

PayPeriods computes collective bargaining increases for all Permanent Full-time positions, and saves these amounts to the FY2013 B1. Increases are based on the terms of settled collective bargaining agreements. Estimated increases for unsettled bargaining units will not be included in the PayPeriods rollout, or the B1 Amount to be Allotted. Refer to page 7 for salary increase percentages and the number of pay periods by Bargaining Unit.

PayPeriods applies collective bargaining increases as shown on Schedule A, and computes 26 pay periods for each bi-weekly position and 24 payperiods for each semi-monthly position, per the following (PS Roster data elements written in *italics*):

- *Als – Salary Plan* and *Step* are used to look up the next step amount on the Salary Plan table (A Lump Sum is calculated where applicable if position is at max). Month and day data from *Next AI Date* is used to select the AI pay period (usually January or July); *BU Code* is used

to look up the number of pay periods effected in Schedule A. Als paid after the General Wage increase are adjusted to incorporate the effect of the increase. This AI value is added to the base for the number of pay periods impacted.

Certain Bargaining Unit agreements call for "Als" for non-stepped pay plans. These increases are calculated by percentage for a set number of pay periods for all roster positions coded to the bargaining unit.

- General Wage Increases – *BU Code* is used to look up Schedule A percentage and number of pay periods. The percentage increase is added to the base for each pay period affected.

The sequence of increases computed is governed by Schedule A. The table below shows how roster data is used for the PayPeriods calculation:

| Field                         | How Loaded/Changed  |
|-------------------------------|---|
| Name                          | Cannot be blank, user entry for changes   |
| Class Code                    | Classification Group Item, also fills in BU, Salary Plan, Scheduled Hours   |
| Class Title                   | Classification Group Item, also fills in BU, Salary Plan, Scheduled Hours   |
| BU Code (Bargaining Unit)     | Classification Group Item   |
| Salary Plan                   | Classification Group Item   |
| Step                          | Classification Group Item   |
| Bi Weekly Salary              | Classification Group Item; System generated for changes to stepped positions, user entry for changes to positions in range plans. |
| Scheduled Hours               | Classification Group Item   |
| Authorized Position           | Toggle Yes/No   |
| FTE (Full-time Equivalent)    | Derived, then user entry  |
| Employment Type               | From picklist   |
| Appointment Type              | From picklist   |
| Position Status               | From picklist; Incumbent Code - 1, V, C, N  |
| Change Date                   | Required for Vacant/New/Cancelled positions   |
| Next AI Date                  | Required for stepped salary plans   |
| PCN (Position Control Number) | Protected; unique statewide identifier in CORE (POSITION_NBR)   |
| Employee Number               | User entry for changes  |
| Fund01                        | User entry for changes  |
| SID01                         | User entry for changes  |
| Pct01 (Percent funded)        | Sum of all Pcts must total 100%   |



Employment Type = F (Full-time)

Appointment Type = P (Permanent)

- **Cancelled**

Incumbent Code = C (Cancelled if change date is within budget year).

Authorized Position = Yes

Employment Type = F (Full-time)

Appointment Type = P (Permanent)

- **Total**

Sum of Filled + Vacant + New - Cancelled

The Detail Report – both Bi-Weekly and Semi-Monthly - displays a record for each valid position showing: Name, Salary Plan, Pay Periods, Quarterly Totals, Annual Total, grouped by Bargaining Unit, and sorted by Salary Plan within BU. Bi-Weekly-Salary amounts are increased per Schedule A. Twenty-six bi-weekly and twenty-four semi-monthly pay periods are shown in the Detail Report. The FY2013 Increases screen shows collective bargaining cash costs for each position.

**HELP LINES**

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## Schedule A

| FISCAL_Y<br>EAR | BU_CO<br>DE | BU_TITLE   | WAGE_INCR<br>EASE_PCT | WAGE_PAY<br>PERIODS | AI_JUL_PAY<br>PERIODS | AI_JAN_PAY<br>PERIODS | AI_OTHER<br>PAY_PERIO<br>DS | EXCEPTION1<br>_INCREASE_<br>PCT | EXCEPTION1<br>_PAY_PERIO<br>DS | EXCEPTION1<br>_ELIGIBILITY |
|-----------------|-------------|--|-----------------------|---------------------|-----------------------|-----------------------|-----------------------------|---------------------------------|--------------------------------|----------------------------|
| 2013            | 01          | Exempt/Elected/Appointed                           | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 02          | Managerial Confidential (MP Pay Plan)              | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 03          | Confidential - Other than Mgr Pay Plan             | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 04          | Non-bargaining                                     | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 05          | State Police (NP-1)                                | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 06          | Services, Maintenance (NP-2)                       | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 07          | Administrative Clerical (NP-3)                     | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 08          | Correction Officers (NP-4)                         | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 09          | Protective Services (NP-5)                         | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 10          | Health Care Unit -Non-Professional (NP-6)          | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 11          | Health Care Unit - Professional (P-1)              | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 12          | Social Services (P-2)                              | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 13          | Education Administrative (P-3A)                    | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 14          | Education Technical (P-3B)                         | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 15          | Engineering, Science and Technical (P-4)           | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 16          | Administrative Residual (P-5)                      | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 17          | Vocational Schools - Faculty                       | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 18          | Vocational Schools - Directors                     | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 19          | Comm-Tech Colleges - Faculty                       | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 20          | Comm-Tech Colleges - Exempt                        | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 21          | State University - Faculty                         | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 22          | State University - Non-faculty Professionals       | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 23          | State University - Exempt                          | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 25          | Community Colleges - Faculty - 10 & 12 Months      | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 26          | Community Colleges - Exempt                        | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 27          | DHE Manager Employees                              | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 28          | University - Faculty                               | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 29          | University - Non Faculty Professional              | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 31          | University - Exempt                                | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 32          | University Health Center - Exempt                  | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 33          | University Health Center - Faculty                 | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 34          | UConn Law School - Faculty                         | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 39          | Legislative Mgt                                    | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 41          | Judicial - Managerial & Confidential               | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 42          | Judicial - Professional                            | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 43          | Judicial - Non-Professional                        | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 44          | Judicial Law Clerks                                | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |
| 2013            | 45          | University Health Center -Non-Faculty Professional | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 46          | RCTC Admin   | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              |                            |
| 2013            | 47          | BSAA Exempt  | 0                     | 0                   | 0                     | 0                     | 0                           | 0                               | 0                              | 0                          |

|      |    |  |   |   |   |   |   |   |   |   |
|------|----|--|---|---|---|---|---|---|---|---|
| 2013 | 50 | RCTS Managerial DHE Professionals                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 51 | Higher Ed Exempt                                   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 52 | Managerial Confidential (MP Pay Plan)              | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 53 | Criminal Justice Non-Managerial Exempt             | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 54 | CT Association of Prosecutors                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 55 | Technical Colleges - Administrators                | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 56 | Connecticut Development Authority                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 57 | Criminal Justice Residual (DCJ Employees)          | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 59 | DHE-Professionals                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 60 | Charter Oak College - Professional                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 61 | Criminal Justice - Juvenile Prosecutors            | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 63 | DHE- Confidentials                                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 65 | Judicial Marshals                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 66 | BESB Industries Division "360" Employees (NP-7)    | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 67 | Correction Supervisors (NP-8)                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 70 | Criminal Justice Exempt/Managerial                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 71 | Criminal Justice Statutory                         | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 72 | DPDS Assistant Public Defenders                    | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 73 | DPDS Chief Public Defenders                        | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 74 | Criminal Justice Inspectors                        | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 75 | DPDS Confidential/Exempt                           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 76 | DPDS Executive Public Defenders                    | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 77 | Auditors of Public Accounts                        | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 78 | RCTC - Counselors & Librarians                     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 79 | Div Public Srvs - Statutory (Chief & Dep Chief PD) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 80 | Judicial Supervising Marshals                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 99 | No Designated Unit                                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Exception 1 - Depending on the Bargaining Unit title, these salary increases include annual increments, payments in lieu of annual increments, PARS payments, and Merit payments.